



OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

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reservations@austintexas.gov

www.austintexas.gov/departments/parks-special-events

RESERVATION PROCEDURES, and APPLICABLE POLICIES, RULES and PERMITS

<http://www.austintexas.gov/departments/parks-special-events>

RESERVATION PROCEDURES AND METHODS:

The Office of Special Events coordinates reservations at a number of identified facility and picnic sites within the Austin Parks System. (NOTE: Reservations for **Recreation and Activity Centers** are made by contacting the centers directly to obtain information about availability and rates.)

Reservations may be made by utilizing 1 of 2 reservation opportunities:

1. **Early Reservation Lottery Process** 7th month in advance, or after that process,
2. **First-come First-served Reservations** beginning 6 months in advance of the desired date.

- Regrettably, we are unable to accept reservations **less than 14 days** from the desired event date.
- Only **1 reservation per site per day** is allowed.
- Special event properties are limited to **1 reservation per site per week or weekend**.

1. Early Reservation Lottery (only available in the 7th month in advance). Because of the popularity of the sites and facilities, reservation requests are first accepted in writing seven (7) months prior to the requested date, between the 1st and the 20th of the month. These requests will then be submitted into a "lottery drawing" to select the potential reservations. **ONLY one request PER EVENT per site is accepted.**

Mail, Deliver, or Fax a Letter to:

Office of Special Events
Parks and Recreation Department
200 South Lamar
Austin, Texas 78704
(512) 974-6729 (fax)

Letters **MUST** include the following information:

1. Name, Address, and Phone Numbers
2. Requested Location(s)
3. 3 Dates of Interest (By Order of Preference)
4. Event Details: Number of Attendees, Time, whether alcohol will be served or sold, etc...

- Got to <http://www.austintexas.gov/>, click on "parks", then click on "rental and services". A lottery template letter is available on the "policies" page.
- Letters **MUST** be received between the 1st and 20th of the month. Letters received and/or postmarked outside of those dates **WILL NOT** be included in the lottery process. **One letter per event per site is accepted.** Stuffing will result in all suspected entries removal.
- Payments are NOT accepted with lottery entry submissions. You will be billed if you are selected by the lottery.

2. First-Come First-Served Reservations (6 months in advance, after completion of the lottery)

Upon completion of the lottery process, reservations may be made in person or by phone on a first come first serve basis six (6) months in advance of the requested date. Reservations may be made by phone, walk-in, or by letter. Regrettably, we are unable to accept reservations less than 2 weeks from the desired event date. Please have a range of sites, and desirable dates at the time you make contact with the Office of Special Events.

CONFIRMING RESERVATIONS and MAKING PAYMENT(S):

CONFIRMING RESERVATIONS: Reservations are **held up to fourteen (14) calendar days** from the date first scheduled. **Bills** are issued to the event owner/company, or host, who is legally responsible for the event. All reservations are considered **confirmed** upon full payment of rental fees, deposit, and a signed reservation agreement. Regrettably, if payment is not received within 14 days, the tentative reservation will be **automatically cancelled without notice**. A card will be placed noting paid reservations at the picnic sites/shelter the morning of your event. Please remember to bring your receipt, and any approved permits (sound, moonwalk, etc...).

PAYMENT METHODS: CASH, CHECK, or MONEY ORDER.

1. In person: 8:30 a.m. – 4:30 p.m., Monday through Friday (excluding Holidays)
2. By mail to: Austin Parks and Recreation Department, ATTN: Office of Special Events,
200 South Lamar, Austin, Texas, 78704.
Please include the **name, date, and park of the reservation** in the “**note**” line on checks.

NOTE: If paying a fee **14 days or less** from the event date, payment is accepted by **CASH ONLY**.

NOTE: Checks must have a valid State identification number.

NOTE: There is a **\$20.00 service charge for all returned checks**.

PICNIC RENTAL FEES:

Event Size	City of Austin resident, or Austin Energy utility customers :	Non-resident fees, or for commercial activities/events
Under 100 persons	\$60	\$100
100-250 persons	\$75	\$125
251-399 persons	\$95	\$150
400-599 persons	\$150	\$175
600-999 person	\$1000 \$500 damage deposit, and \$250 maintenance fee.	\$1500 \$500 damage deposit, and \$250 maintenance fee.
Damage Deposit	All groups <u>100-599</u> must provide a damage deposit of \$100.	
Common's Ford Ranch Picnic Site	\$150 for up to 150 persons, plus \$75 deposit	

DEPOSIT – PICNIC RENTALS: Deposits are refunded in part or whole upon inspection at the conclusion of the reservation where there is NO damage, by check from the City of Austin and should be received within **30-45 days** after the event. If the deposit does not cover the cost of damages, a bill will be issued for the balance. Failure to pay for additional costs within a **30-day period** will result in future reservation requests and a referral of accounts for legal collection.

CANCELLATION POLICY: Cancellations received greater than 2 weeks from the reservation date are without penalty. Cancellations received less than 2 weeks from the reservation date are subject to a charge of one-half (1/2) of the rental fees. “No shows” do not receive a refund of fees.

SPECIAL REQUIREMENTS AND SPECIAL EVENTS

Events over 500 People, and Special Events (1000+ persons) Ask for “Additional Requirements” information for events **over 500 persons**. All events **over 1000** are considered Special Events, and require a contract, considerable advance planning, and trigger additional requirements. Please contact the Office of Special Events to coordinate a meeting if your event is over 1000 persons. **Special Requirements:** At ANY time, the Office of Special Events reserves the right to request additional requirements from the renter dependant upon place, time and manner of the event. Presenting the most detailed information on your event will ensure your event’s success.

OVERVIEW of COMMON POLICIES, PARK RULES, and PERMITS

The following policies, rules and permits apply at all properties, and are subject to additional restrictions and/or requirements which are noted in the informational packet for each property. Please read all information carefully.

Responsible Party, Event Organizer and Resident/Non-resident/Commercial: The company/organization, or person (for private parties) booking the property is considered the event organizer and responsible person and financially responsible party for the event. **Non-residents** are defined as anyone not within the corporate city limits or who do not receive Austin Energy electrical services. **Commercial events** are classified as any event presented by a commercial entity to the public, which seeks to promote, advertise, introduce a product, corporation, company or other commercial entity to the general public or to a portion of the general public (non-private events).

Arrival and Departure Time Policy: Rental periods include both set up and take down/clean up time, and are made for your arrival and departure time. Plan accordingly. Use beyond, and/or requiring Parks staff having to remain on property past departure time will result in additional charges.

Most rental periods, unless otherwise noted, are limited to 10 a.m. - 10 p.m.

Curfew: By City Code, park curfew is between 10 p.m. and 5 a.m. daily, and is strictly enforced. Special permission must be requested in writing, and granted by the Director in advance (14 days) to remain on site during park curfew hours. A special request form is available [online](#) to assist you with making curfew extension requests where need is clearly demonstrated.

Park Rules and Conduct: The person or organization reserving City property IS responsible for the enforcement of the **Parks and Recreation Department Rules** and **City Code** (City Code Chapter 8) during the reservation, and in addition, is responsible for the **conduct and behavior** of their guests. Park Rules and Code may be found online: <http://www.austintexas.gov/>. Violation or disregard for Park Rules and policies may result in the following consequences: ineligibility to make future reservations, removal, fine, arrest or legal action, cancellation of reservation, and/or forfeiture of all fees and deposit

Glass and Styrofoam Policy: Glass and Styrofoam are NOT allowed in any City of Austin parks. In favor of our environment, use of paper, aluminum and other recyclable materials is encouraged.

Clean Up and Recycling General Policy: Grounds are required to be cleaned and returned to their original condition. Hard surfaces are required to be wiped and cleaned of loose materials which should be placed in trash receptacles (trash, litter, food waste, etc). Failure to make any attempt to clean up may result in denial of future reservations. Recycling and use of recyclable materials is strongly encouraged. When recycling, remember that recyclable materials **MAY NOT** be cross contaminated with food products. You may drop your picnic recycling into your household recycling bin.

Damages, and/or Extra Time Policy: Damages to amenities, sprinkler and water lines, time and usage not approved at the time of reservation, extra time taken to depart, or “out of the ordinary” maintenance required after the reservation is completed, will be deducted from your deposit. If the deposit does not cover the cost, a bill will be issued for the balance.

Alcohol Policy: By City Code, the possession, sale and/or consumption of alcoholic beverages is prohibited in swimming pool enclosures, recreation centers and adjacent grounds, athletic field playing boundaries, school parks, wildlife preserves, and other areas administratively designated by the Director. In addition, as adopted by Park Rules by the Director, Certain Parks and Recreation Facilities are alcohol prohibited; a full listing is available [online](#). There is a downloadable listing or reservation sites where alcohol may be consumed WITH a confirmed (paid) reservation. **Glass and Styrofoam are restricted at ALL TIMES.**

If you intend to **consume, sell and/or distribute alcohol**, you should consult with the Department and T.A.B.C. in advance to ensure compliance with applicable regulations and eligibility.

Parking: Parking is available at most sites on a first-come first-served basis, fees for parking apply at some sites. Zilker Park, weekends March-September, and holidays, \$5/car. Emma Long and Walter Long, Monday - Thursday, \$5/car, Friday-Sunday AND HOLIDAYS, \$8/car.

Tent Policy: Tents over 400 square feet (with sides), or 700 square feet (without sides – canopy only) must be reviewed by the Austin Fire Department Fire Prevention Division of the City. **ALL commercial, rental tents require coordination with the Parks Site Manager in advance.** Pop-up style tents are allowed directly on the RENTED site. **STAKING is prohibited.** Weighting may be done by sand bag or water barrel ONLY. Find full information [online](#) in the policies section.

Water and Electricity Availability: Where available, Water and Electricity will be made available if requested IN ADVANCE at the time of reservation. See site information packets for availability.

Hike and Bike Trails Policy: NO portion of the trail system may be blocked or used at any time for events.

Barbequing/Grilling: Fires may only be lit in a device provided for such activities. Portable camp stoves or portable barbecue grills of metal construction may be used in designated campsites or picnic areas, AND shall be attended at all times by an adult until fully extinguished. All coals, ash and grilling related debris must be removed from the site by the renter/user at their own expense, and may NOT be disposed of on park property.

Public Notice Policy: ANY event that receives a permit or permission to close an area open to the public MUST post public notice signs a minimum of 14 days in advance of the event. At a minimum, in high contrast color and plain font, signage MUST contain, event name, event date, event start/stop time, and contact information.

Holiday Policy: There are a limited number of Federal Holidays and Observances on which the Parks and Recreation Department does not accept reservations due to heavy public use. Full information and dates are available [online](#).

Smoking (Code): By City Code, smoking is NOT permitted in any City of Austin Buildings.

PERMITS:

(issued by the Parks and Recreation Department)

Permits are issued to and payable by of the applicant or organization hosting the event.

**Sound Permits Commercial or Advertising Purposes (\$30), Private Party (\$20),
Public Interest, Political or Non-Profit (\$10)**

10 am – 10 pm (park curfew) maximum. All amplified sound requires a permit (where allowable). Examples include boom boxes, to DJ's, to bands. **By City Code**, the parks sound ordinance is limited to 85 db, as measured at the lesser of 100 feet, or the boundary to the park in front of the source. Sound is **NOT permitted** within 100' of residentially zoned property, and **restrictions** apply to sound between 100'-600' of residential property, 8 p.m. limits Sunday through Thursday, and 10 p.m. limits Friday and Saturday.

Permits are ONLY issued to confirmed (paid) reservations for the **DIRECT RENTED SITE**. We do not issue sound permits for vehicles in parks.

At all times possible, amplification devices/speakers should be oriented in a fashion as to direct sound from adjacent reservations and area neighborhoods.

Moonwalk, Inflatables, and Rock Wall Permits (\$10, \$50 water for dunking booths): Permits for moonwalks, rock walls, and dunking booths are issued with a **PAID** reservation at **IDENTIFIED SITES**. Please note your intent at the time the reservation is made. Companies must have on file or provide the City with required insurance. Information is INCLUDED with picnic packets, and is also available online. Vending without a permit subjects user and/or company to suspension from permitting eligibility.

Miniature Trains, Petting Zoos, and Water/splash slides are NOT permitted at any time.

Alcohol Sales Permit Application Fee (\$30): Payable by any event who is requesting permission with their event to sell alcohol, or that require a TABC permit. Due at the time of submission of TABC permit application to the City for signature.

Health Catering and Concessions Permits: Must be approved by the Parks Department and is subject to approval and permitting by the Austin Travis County Health and Human Services Department.

EMERGENCIES – In case of emergency, dial 911.

During normal work hours, call park customer service at 974-9500. (Monday - Friday, 7 a – 4 p.)

After hours, call 311, and ask for "After Hours Park Emergency".

The Parks and Recreation Department is not responsible for items left behind.